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TRAINING

TRAINING AT NON-CIA FACILITIES  
UNDER THE GOVERNMENT EMPLOYEES TRAINING ACT

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Rescission: [REDACTED] dated 1 December 1953

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## 1. GENERAL

Agency-sponsored training of CIA employees is authorized under the Government Employees Training Act (72 Stat. 327 (1958), 5 U.S.C. 2301) when considered necessary and desirable in the public interest to supplement self-education, self-improvement, and self-training. The Act provides that, insofar as practicable, such training be accomplished by, in, and through CIA facilities. The Act authorizes the Agency, to the extent necessary and appropriate, to use other Government training facilities and to enter into agreements or make other appropriate arrangements for the training of employees by, in, or through non-Government facilities. By Executive Order 10805 (February 18, 1959) CIA was excepted from supervision and control by the Civil Service Commission and from certain other administrative requirements of the Act.

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- (2) Determine, with the advice and assistance of the Chief, Central Cover Division, the requirements for cover.
- b. Heads of Career Services shall:  
Review and endorse requests for designees of their respective Career Services for training at non-CIA facilities.
- c. The Director of Training shall:
  - (1) Designate, with the concurrence of the Director of Security, non-CIA facilities suitable for Agency use in specified fields of training.
  - (2) Approve or disapprove all requests for training of personnel at non-CIA facilities which have been endorsed by an Operating Official, or his designee, and by the Head of the Career Service concerned. Approval must precede actual enrollment.
  - (3) Provide for participation of Agency personnel, selected by the Director of Central Intelligence, in training programs at senior officer colleges.
  - (4) Set the administrative requirements for Agency personnel in approved courses or programs after obtaining security clearance for individuals under consideration.
  - (5) Budget and provide funds necessary to meet the cost of training at non-CIA facilities, with the exception of salaries.

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- d. The Chief, Central Cover Division, shall:
  - (1) Provide for cover as required and approve all cover aspects of the external training program.
  - (2) Brief employees concerned on the use of approved cover.
- e. The CIA Career Council shall:
  - (1) Review the qualifications of candidates nominated by the Deputy Directors for attendance at senior officer colleges.
  - (2) Recommend for the Director's approval the selection of principal and alternate candidates for each of the available spaces at these colleges.
- f. Agency personnel selected for training under the provisions of this regulation shall:
  - (1) Comply with the administrative, security, and cover measures established for the particular program.
  - (2) Normally be required to attend on a full-credit basis.
  - (3) Submit such reports and materials related to the training programs as the Director of Training may request.
  - (4) Be responsible for informing the Director of Training of any contribution, award, or payment, in cash or in kind, tendered by an outside source to cover expenses incident to training at a non-Government facility.

#### 4. PROCEDURES

- a. Applications for external training will be submitted on Form 136,


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 Request for Training at non-CIA Facility. Essential instructions for completing and routing the application are incorporated in the form. Exception to this requirement is authorized only for selection of Agency representatives to attend senior officer colleges, in which case procedures developed by the CIA Career Council will be observed.

- b. Those training requests which involve cover considerations will be forwarded to the Chief, Central Cover Division, for review and appropriate action before being transmitted to the Director of Training.
- c. Operating Officials will submit annually before 15 March, to the Director of Training, a statement of estimated requirements for the training of their personnel at non-CIA facilities during the next fiscal year.
- d. Information and enrollment procedures relating to external programs of special interest will be announced in the OTR Bulletin and other training media from time to time.

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